

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF INDIANA

INTERN PLACEMENT PROTOCOL

I. ELIGIBILITY FOR EMPLOYMENT

Interns in the Federal Court system are considered to be volunteers or uncompensated employees, and, as such, are required to take the oath of office. Students who are participating as interns must also be able to submit verification of employment eligibility under United States immigration law. Therefore, only students who can submit such verification will be considered. A list of documents that establish employment eligibility is posted on this website.

As part of the Homeland Security/FBI screening, interns in the Federal Court system are fingerprinted as if they were seeking federal judicial employment, which requires a complete background check. Generally, students should refer to Indiana Rules of Court, Rule 12, Sections 1 and 2, for guidance on specific character and fitness qualifications. In addition, all students who are selected to intern in the Southern District of Indiana shall agree to a preliminary background check by the United States Marshals Service prior to being fingerprinted. This process is initiated by completion of the *Authority to Release Information* form, which is also posted on this website. ***Only students selected by a Judge to be an intern*** should complete this form and return it to Gayle-Sue Murphy, Court Personnel Administrator, U.S. District Courthouse, 46 East Ohio Street, Room #105, Indianapolis, IN 46204. The completed and signed form may also be sent via fax, 317-229-3717 or by email, gayle-sue_murphy@insd.uscourts.gov. It is imperative that the completed form be received according to the deadlines set forth below. In addition, other court required forms and fingerprinting shall be completed on the first day of the internship with the Southern District of Indiana. Failure to do so may result in the forfeit of the student's internship.

II. STUDENT QUALIFICATIONS

EACH JUDGE WILL REVIEW CANDIDATES BASED ON HIS/HER OWN INDIVIDUAL NEEDS. Generally, however, Judges of the Southern District of Indiana prefer students who have completed at least their first year of legal education. Successful candidates must be able to analyze, research and write with proven proficiency. Excellent grades and law review eligibility are a plus. Students must be dependable in their schedules, discreet in the use of information they receive in the course of their internships, and professional in appearance, both in dress and demeanor, when they come to the courthouse.

Only students who are willing to work under the auspices of an instructor at their law school and who, generally, will receive class credit for their work at the Court should apply.

III. APPLICATION GUIDELINES

Each Judge of the Southern District of Indiana has his/her own hiring criteria and/or interview requirements. Please contact each Judge's chambers for that specific information. The public website of the Southern District of Indiana provides contact information for each chambers under *Frequently Asked Questions, Contacting the Court*. Generally speaking, intern applicants, particularly those who apply for summer employment, should be prepared to provide a cover letter, résumé, certified transcript and writing sample. Those materials should be submitted to the appropriate Judge(s) according to the timetable below and in accordance with each Judge's individual application criteria. Hiring/selection decisions will be communicated to the candidate and/or the internship coordinator by each Judge's chambers.

IV. APPLICATION & PLACEMENT TIMETABLE

Intern candidates and/or internship coordinators shall follow the timetable below for the placement of interns in the Southern District of Indiana:

SEMESTER	APPLICATION DEADLINE	PLACEMENT DEADLINE	BACKGROUND CHECK FORM SUBMITTED
Fall	June 1	June 15	July 1
Spring	November 1	November 15	December 1
Summer	March 1	March 15	April 1